

## **Minutes of the Finance Committee**

**Wednesday, April 7, 2004**

Chair Haukohl called the meeting to order at 8:46 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Bonnie Morris, Joe Griffin, Don Broesch, Genia Bruce, and Joe Marchese. Jim Behrend arrived at 8:55 a.m.

**Also Present:** Legislative Policy Advisor Mark Mader, Chief of Staff Lee Esler, Legislative Policy Advisor Dave Krahn, Senior Civil Engineer Karen Braun, Engineering Services Manager Gary Evans, Risk Management Administrator Laura Stauffer, Purchasing Manager Susan Connelly, Treasurer Pam Reeves, Senior Financial Analyst Clara Daniels, Inspector Bob Johannik, Deputy Inspector Steve Marks; County Board Supervisors Rodell Singert, Hank Carlson, and Dave Swan; Employment Services Manager Sue Zastrow, Building Operations Manager Mark Keckeisen, Building Projects Manager Dennis Cerreta, Correctional Facility Manager Meg Schnabl, County Board Chair Jim Dwyer, and Project Manager for Adolfson & Peterson Construction Dan Mueller.

### **Approve Minutes of March 17, 2004**

**MOTION:** Marchese moved, second by Broesch to approve the minutes of March 17. Haukohl asked that an amendment be made. Motion carried 6-0 as amended.

### **Executive Committee Report**

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- State Representatives Jeskewitz and Nischke were present to discuss legislative issues including TABOR (Taxpayer Bill of Rights).
- After a lengthy appeal hearing on the childcare certification revocation for Barbara Ptaschinski, the committee decided to revoke her certification.

Behrend arrived at 8:55 a.m.

### **Schedule Next Meeting Dates**

Mader said the Finance Committee will need to meet before the April 13 County Board meeting to consider the ordinance to approve a second amendment for funding for the Justice Facility's ceiling to floor upgrade. Behrend said he would not be able to attend that meeting.

### **Announcements**

Griffin asked that a presentation on TABOR be brought before the full County Board.

Haukohl thanked the committee for their hard work and dedication on the Finance Committee for the past two years.

### **Meeting Approvals**

**MOTION:** Behrend moved, second by Griffin to approve mileage for any committee members

wanting to attend the Waukesha County Public Works Department-sponsored Highway Q meeting in Germantown on April 15. Motion carried 7-0.

**Motion to Allow Secretary Joe Griffin to Approve the Final Set(s) of Committee Minutes on Behalf of the Committee**

MOTION: Behrend moved, second by Broesch to allow secretary Joe Griffin to approve the final set(s) of committee minutes on behalf of the committee. Motion carried 7-0.

**Contract Procurement Process for Real Estate Acquisition**

Evans said the contract for CTH Q, Colgate to CTH Y real estate acquisition was awarded to The Highland Group of Wisconsin, Inc., the highest rated proposer, for a total contract cost of \$89,200. The budgeted amount was \$90,000. A total of two potential vendors had submitted bids for consideration.

MOTION: Marchese moved, second by Behrend to approve the contract procurement process for the CTH Q / CTH Y real estate acquisition. Motion carried 7-0.

**Contract Procurement Process for Roadway Design Services**

Evans said the contract for CTH Y, I43 to CTH I roadway design services was awarded to Bloom Consultants, the highest rated proposer, for a total contract cost of \$555,899. The budgeted amount was \$595,000. A total of nine potential vendors had submitted bids for consideration.

MOTION: Behrend moved, second by Griffin to approve the contract procurement process for CTH Y / I43 to CTH I roadway design services. Motion carried 7-0.

**Year-End Liability and Worker's Compensation Claims Payable Reserve**

Stauffer was present to discuss this issue as outlined in her handout entitled "Risk Management's Determination of 2003 Liability & Worker's Compensation Claims Payable Reserve." Stauffer said these reserves are accounted for in the same fund on a combined basis. Risk Management's objective is to provide for a reserve confidence level between 75% and 95% as a reflection of the County's risk tolerance. An additional \$108,968 in reserves will be booked resulting in a year-end reserve balance of \$1,938,777. This reserve equates to a 95% confidence level. For informational purposes, Stauffer distributed copies of "Incurred Losses from Worker's Compensation TPA Year-end Loss Runs."

MOTION: Behrend moved, second by Morris to accept Stauffer's report on 2003 Liability and Worker's Compensation claims payable reserve. Motion carried 7-0.

**Ordinance 158-O-164: Repeal and Recreate Section 7-99 of the Waukesha County Code of Ordinances**

Connelly said this ordinance is basically just "housekeeping" and involves definitions for an asset and fixed asset. The County Board took action in 2001 as a result of new Governmental Accounting Standards Board pronouncement #34 to change the fixed asset level from \$1,000 to \$5,000 to help relieve the additional administrative burden of asset inventory tracking. However, the County Code has not been changed to reflect this.

Haukohl said this ordinance was amended by the Executive Committee. The original yellow-copied version did not include a specific amount. The amount was to be determined by the Finance Committee but some members were concerned that it should not be a committee decision and therefore, a specific amount was added.

MOTION: Marchese moved, second by Behrend to approve 158-O-164 as amended by the Executive Committee. Motion carried 7-0.

**Review and Accept the 2003 Annual Report of the Treasurer's Office**

Reeves reviewed her annual report as outlined which included information on cash balances, disbursements; 2002 rolls collected in 2003 for towns, villages, and cities; tax deed properties sold in 2003, total number of real estate parcels and personal property parcels from 1997 to 2003, County levy from 1998 to 2004, etc.

MOTION: Behrend moved, second by Broesch to accept the 2003 Annual Report of the Treasurer's Office. Motion carried 7-0.

**Ordinance 158-O-165: Repeal and Recreate Waukesha County Code Provision Pertaining to Sale of Tax Deeded Property at Appraised Value**

Haukohl referred to this ordinance which allows the Executive Committee to annually review properties assessed at less than \$5,000 that had not sold at auction, to determine an appraised value for purposes of sale. Reeves said they'll save about \$500 to \$700 a year because they won't be paying a certified appraiser to appraise those small, remnant parcels of land. Reeves said they can price these parcels at a level the neighbors are willing to pay. The appraiser will establish a market value, however, its real value is what the neighbor is willing to pay because in these cases, they are the ones interested in purchasing them to annex to their land. Haukohl added that this also gets those parcels back on the taxrolls.

MOTION: Behrend moved, second by Bruce to approve 158-O-165. Motion carried 7-0.

**Ordinance 158-O-166: Accept Project Safe Neighborhoods Grant Award Office of Justice Assistance on Behalf of United States Attorney Eastern District of Wisconsin**

Johannik said this \$20,000 grant will be administered by the Sheriff's Department, of which, \$4,500 will go directly to the department: \$4,000 for overtime and \$500 for administrative management of the funds. They anticipate the \$4,000 will be used for overtime costs associated with arresting subjects wanted on warrants that involve gun violence and to offset their annual gun safety and hunting safety programs. The remaining \$15,500 would be distributed to various law enforcement agencies in southeastern Wisconsin.

MOTION: Marchese moved, second by Behrend to approve 158-O-166. Motion carried 7-0.

**Information Management Panel Report**

Bruce gave a report on the most recent Information Management Panel Meeting. She said the go-live dates for the County Communications/Dispatch Center have been changed: LACS is scheduled for July 7, the Sheriff's Department is September 7, and Brookfield is November 8.

Bruce said the Open House is May 8. Information Systems Manager Mike Biagioli will be applying for federal grant dollars for mobile data centers for police vehicles which will enable them to access various Department of Transportation, FBI and other data. Waukesha County is set to be the pilot program because of our size and our joint dispatch efforts. The cost is about \$13,500 for each of the 268 vehicles. This will allow for unified response and it will enhance officer safety. If Biagioli can't secure enough money for each vehicle, they will be prioritized.

The go-live date for the Health & Human Services SACWIS system is June 28. They are ahead of schedule on the data conversion although they need to identify and prioritize the interfaces they need. They will be coming before the Finance Committee asking to re-route capital dollars to accomplish this. HIPAA (Health Insurance Portability and Accountability Act) requires that they bill electronically and they are currently unable to do this. The County has stopped paying the vendor until they get back on schedule.

The kick-off for the tax listing project is April 21 and 22. The system will not be ready for the 2004 tax year billing cycle which was foreseen and is not a problem.

**Ordinance 158-O-167: Abolish One Regular Full-Time Position of Maintenance Mechanic II and Create One Regular Full-Time Position of Maintenance Mechanic III within the Department of Public Works**

Zastrow said there is currently a vacancy in the position of Maintenance Mechanic II. They are requesting it be reclassified as a Maintenance Mechanic III. Keckeisen discussed the justification for the reclassification in detail as outlined in his memo dated April 5 which basically involves increased technological/database responsibilities.

Referring to the fiscal note, the additional position compensation costs for 2004, estimated at \$2,974, will be offset with vacancy savings resulting in no budget impact. The fiscal note states that "in 2005 and beyond, the higher cost of the position, estimated at \$4,243 will be prioritized within the overall department budget." According to the department, the evaluation of cost data regarding equipment and replacement decisions and energy management systems will result in savings to allow increased funding within an overall building operations plan.

MOTION: Behrend moved, second by Morris to approve 158-O-167. Motion carried 7-0.

**Preliminary Discussion of an Ordinance to Amend the Justice Facility Capital Project to Increase Construction Amount by \$90,000 and to Decrease Project Contingency by \$90,000**

Cerreta said the price of steel has experienced unprecedented price increases. This ordinance increases the project construction cost by \$90,000 to cover the increases to complete the ceiling to floor upgrade in the new Justice Facility. Cerreta said based on daily discussions with the vendor, they do not think the cost will increase again by the time this ordinance is approved by the County Board on April 13. However, there are no guarantees and staff cannot recommend spending one penny more than the \$90,000. A consensus of the committee agreed.

Esler advised that the original steel bid for the facility was from June of 2003 and was good for 60 days. The steel was re-bid in September of that year and included a re-bid of Alternate #2 (the upgrade). When the ordinance was adopted by the County Board on February 24, there was

no valid bid. He noted the original steel bid for Alternate #2 was \$103,000 and this ordinance adds an additional \$90,000.

Broesch did not agree and wondered if Alternate #2 should be abandoned. He said the ordinance was adopted based on an estimated cost. He could not make a commitment of \$90,000 based on hearsay and would like to see a revised analysis on the floor upgrade construction. He needed additional information as to what the \$90,000 was based on. Dwyer said he would ask County Executive Finley to sign the ordinance early, or take other action on the ordinance early just in case the cost were to increase again in the interim.

### **Legislative Update**

Krahn distributed copies of his legislative update. He advised that the legislature is finished with their regular session but they will go into extraordinary sessions to deal with some labor contracts, a health care bill, and TABOR.

Krahn said there is a huge ongoing effort by an array of citizen advocacy groups to slow down TABOR. The message is simple: fiscal policy should not be done in the constitution. Also being asked is, what's the rush? Everyone should be able to know how this will impact Wisconsin. Once it's in the constitution, it will be very difficult to fix. And what about any unintended consequences? There are State legislators looking for answers as to why this is being done through the constitution and why it isn't being discussed in the open. Krahn urged constituent phone calls to their legislators to state their opposition.

Krahn advised that the governor recently signed AB 50, AB 613, and SB 71 into law. He said SB 72, with regards to mental health parity / prescription drugs, did not go very far and this would have been a big step forward. Haukohl noted that SB 305 (tax incremental financing statute changes) was signed into law and this will probably cause us some problems.

MOTION: Marchese moved, second by Morris to adjourn at 12:18 p.m. Motion carried 7-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Joseph F. Griffin  
Secretary